

EDITED TASK LISTING

CLASS: SUPERVISING PROGRAM TECHNICIAN III

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Responsible for ensuring 24 hour a day staff coverage in the Warrant Unit to provide service to law enforcement agencies, the Department and the public utilizing various resources (e.g., Offender Based Information System (OBIS), Law Enforcement Automated Data System (LEADS), California Law Enforcement Telecommunication System (CLETS), National Crime Information Center (NCIC), Distributed Data Processing System (DDPS), Cal Parole, Revocation Scheduling and Tracking System (RSTS) etc.) Departmental Operations Manual (DOM), Penal Code, Title 15, knowledge, telephone, and scheduling) as required verbally and in writing.
2.	Supervises subordinate staff to produce work utilizing various resources (e.g. Offender Based Information System (OBIS), Law Enforcement Automated Data System (LEADS), California Law Enforcement Telecommunication System (CLETS), National Crime Information Center (NCIC), Distributed Data Processing System (DDPS), Cal Parole, Revocation Scheduling and Tracking System (RSTS) etc.) Departmental Operations Manual (DOM), Penal Code, Title 15 knowledge, manuals, training classes, common sense) as required verbally and in writing.
3.	Reviews staff work assignments, vacations, and sick leave usage to ensure coverage utilizing various resources (e.g. knowledge, vacation and sick leave requests, documentation, and schedules), as needed.
4.	Prepares performance evaluations, letters of recommendation, approves merit salary raises, counseling memorandums, and progressive discipline for direct reporting staff utilizing various resources (e.g. documentation, knowledge) as needed/required.
5.	Ensure each employee receives training pertaining to specific laws, rules and office policies and procedures through on-the-job training or outside sources to produce trained/knowledgeable staff utilizing various resources (e.g. on-the-job training, manuals, outside training classes, staff meetings, microfiche, computer programs, tools) as needed and directed.
6.	Performs difficult and complex duties and decisions to ensure compliance with departmental mandates utilizing various resources (e.g. knowledge, telephone, manuals, and computer systems) as needed.
7.	Retrieves information from various computer systems and microfiche, and microfilm, to provide responses to various entities utilizing various resources (e.g. computer systems, microfiche, and microfilm) as needed/requested.
8.	Interprets and applies laws, rules, regulations, policies, and terminology unique to the California Department of Corrections and Rehabilitation (CDCR), Department of Justice, and the law enforcement field to ensure compliance with Department of Justice, CDCR and the Federal Bureau of Investigation utilizing various resources (e.g. knowledge, law, rules, policies, procedures) as needed.
9.	Functions as the expert resource person to subordinate staff, departmental staff, and law enforcement agencies to ensure compliance/guidance utilizing various resources (e.g. knowledge, manuals, rules and regulations) as needed.

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Task #	Task
10.	Acts as a consultant/liaison between law enforcement agencies, California Department of Corrections and Rehabilitation (CDCR) Divisions to resolve issues regarding inmates/parolees utilizing various resources (e.g. knowledge, interpersonal skills, manuals, laws, rules, computer systems, policies, procedures) as needed/required.
11.	Ensures the Unit meets all work commitments to ensure completed staff work on a timely basis utilizing various resources (e.g. knowledge, manuals, computer data bases, supervisory skills) as required.
12.	Maintains the integrity of the CA Law Enforcement Telecommunications System (CLETS) and Offender Based Information System (OBIS) systems to be in compliance with mandated rules and regulations utilizing various resources (e.g. knowledge, computer data bases) as mandated.
13.	Conducts training for staff to ensure compliance with regulations utilizing various resources (e.g. knowledge, training materials, and communication skills) as required for CLETS and the National Crime Information Center (NCIC) by Department of Justice (DOJ).
14.	Keeps abreast of new rules and regulations regarding Law Enforcement Automated Data System (LEADS), Departmental Distributed Processing System (DDPS), CLETS, CalParole, Revocation Scheduling and Tracking System (RSTS) and OBIS to inform staff and ensure compliance utilizing various resources (e.g. knowledge, informational meetings) as required.
15.	Formulates procedures for staff to implement new rules and regulations utilizing various resources (e.g. knowledge, manuals, written directives, and meetings) as required.